

SUPERVISORS'
WORKERS' COMPENSATION CHECKLIST

- ☐ Read the Supervisor's Guide to Workers' Compensation for specific information on your responsibilities and OWCP benefits and procedures.
 - ⇒ The Guide can be found at:
 - ⇒ A power point presentation can be found at:
- ☐ Help the employee receive first aid or seek medical attention. Counsel employee on the Office of Workers' Compensation Programs (OWCP) benefits including COP, and provide the employee with a CA-1, CA-2 and CA-16, as appropriate, and the employee checklist.
 - ⇒ DOL Forms may be obtained at the following website:
<http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>
 - ⇒ CA-11, When Injured at Work Information Guide for Federal Employees, can be found at the following website: <http://www.dol.gov/esa/regs/compliance/owcp/ca-11.htm>
 - ⇒ Employee checklist can be found at the following website:
 - ⇒ Meet with your timekeeper to discuss computing and tracking the use of COP.
- ☐ Review CA-1, CA-2 claim forms, complete agency portion, and controvert or challenge claim as appropriate.
 - ⇒ Submit completed claims immediately to your HR office for submission to OWCP. Claims must be received by OWCP within 14 calendar days of the date you received the claim.
 - ⇒ Abide by the Occupational Safety and Health Administration (OSHA) requirements for reporting on-the-job injuries.
 - ⇒ Acknowledge receipt of employee's claim, either orally or in writing.
 - Sample CA-1 letter is located at: [www._____](http://www.dol.gov/esa/regs/compliance/owcp/ca-1.htm)
 - Sample CA-2 letter is located at: [www._____](http://www.dol.gov/esa/regs/compliance/owcp/ca-2.htm)
 - Provide employee with appropriate occupational disease checklist to help the employee submit adequate medical and factual information. The checklists can be found at Appendix C of the CA-810, Injury Compensation for Federal Employees, located at the following website:
- ☐ Contact employee prior to the 10th day following the date of injury.
 - ⇒ Ask employee about diagnosis and prognosis.
 - ⇒ Remind employee to submit medical documentation to continue COP if documentation has not been submitted.
 - ⇒ Coordinate with your HR office to terminate COP if medical documentation is not received after 10 days.
- ☐ If the employee is expected to remain out of work for more than 45 days, obtain a CA-7, Claim for Compensation, and a CA-20, Physician's Report, from your workers compensation specialist around the 35th day since the date of injury.
 - ⇒ CA-7, Claim for Compensation. Have the employee complete the first seven sections of the form; you will complete the remaining sections. Submit the completed CA-7 to your Human Resource Office five (5) working days prior to the end of the 45-day period.
 - ⇒ CA-20, Physician's Report. Have the employee complete the first three sections (name, date of injury, and OWCP file number) and have the physician complete the remaining section. Have the physician submit the form to OWCP, and fax/mail a copy to the workers compensation specialist.

⇒ Have the employee submit medical documentation to justify all absences due to work-related injuries/illnesses if no follow-up medical documentation is received

- ☐ Contact employee on a weekly basis, if the employee remains disabled. Ask about his/her prognosis and treatment plan. Ask about returning to work either to full and limited duty. Offer what assistance you can in his/her recovery. If no medical report is received, contact your workers compensation specialist about having the employee's physician complete a CA-17, Duty Status Report. Inform employee that you will attempt to find and offer limited duty to accommodate his/her disability if limited duty is required while recovery continues. As appropriate, consider telecommuting if limited duty is unavailable.
- ☐ Ensure the confidentiality of all OWCP documents in accordance with the Privacy Act.
- ☐ Meet with your workers compensation specialist if you have any questions or concerns regarding your employee or the release of records.